



NOW RECRUITING FOR  
**MEDICAL RECORD DIRECTOR**

**THIS EXAMINATION IS BEING ADMINISTERED  
OPEN SPOT FOR NAPA STATE HOSPITAL**

**A position exists at Napa State Hospital.**

**SALARY RANGE: \$3031 - 4074**

**FINAL FILING DATE: JUNE 2, 2000**

**QUALIFICATIONS APPRAISAL PANEL:** It is anticipated that interviews will be held during June or July 2000.

**THE POSITION:** Under general direction plans, develops and manages a comprehensive health records system of administrative and clinical data in the Medical Records section of a State Hospital. Manages and directs a staff and oversees a health record system that meets medical, administrative, legal, ethical regulatory agency and facility requirements; and does other related work.

**REQUIREMENTS:**

**Either I**

Registration by the American Medical Record Association as a Registered Record Administrator or eligibility for examination for registration. (Applicants who are not Registered Record Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

**Experience:** Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

**Or II**

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

**Experience:** Four years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

**Or III**

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

**Experience:** Two years of experience performing the duties of a Health Records Technician III in California state service.

**EXAMINATION INFORMATION:** This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**HOW TO APPLY:** Applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted.

**NAPA STATE HOSPITAL  
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